



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
YOUTH TRAINING CENTER COUNSELOR	35	B	12.562

DEFINITION OF THE CLASS:

Under general supervision of the Psychologist, reviews and evaluates past and current academic achievement tests, psychological tests, court records and arrest records of committed youth. Conducts intake interviews with wards regarding interests and personal goals. Makes judgments as to the appropriate course of treatment for each individual to administer an effective counseling program.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Assists in the implementation of an individual treatment plan by providing recommendations to the academic and treatment staff regarding social and personal goals of youth. Treatment plans are developed to provide a means for the ward to overcome defined psychological and social problems. Treatment plans are reviewed by supervisor prior to implementation.

Provides specialized counseling in a group or individualized setting involving behavior modification reality therapy, crisis intervention, and suicide assessment. Maintains caseload documentation on ward's progress and may recommend program changes to treatment plan.

Evaluates the academic and personal needs of wards on a regular basis. Individual requests by wards for adding and deleting classes are taken into consideration. Advisement is given on the consequence of each action in regards to established educational and personal goals. The treatment team and psychologist are kept abreast of the youth's progress.

Develops and implements staff training programs regarding counseling and crisis intervention techniques and Services. Acts as a resource for individual program changes and advises "home life", academic, administrative, and treatment staff where appropriate.

Determines individual and group counseling needs of wards, reviews program referrals and coordinates service delivery and scheduling, recommends additional psychological and academic testing and counseling. Provides assessment reports for treatment team reviews, prepares and maintains reports and records for special reviews and parole placement.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of State laws regarding juvenile offenses, rehabilitation and parole of delinquent youth. Knowledge of the State of Nevada High School graduation requirements, college entrance and G.E.D. requirements. Knowledge of vocational rehabilitation and vocational alternative placement and resources within the community. Knowledge of institutional policy and procedure, rules and regulations. Knowledge of current course curriculum and class schedules for coordination and implementation of academic goals.

Ability to discuss a variety of job related topics on short or no notice. Ability to handle rapid changes in conversation involving difficult questions.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of behavior modification and rehabilitation techniques, therapy, and positive peer culture systems for the proper placement and rehabilitation of youth. Knowledge of the principles, techniques and trends in rehabilitation, counseling or parole of delinquent youth. Knowledge of academic and psychological testing used for the placement and rehabilitation of youth. Knowledge of current issues and problems associated with delinquent youth and behavior modification. Knowledge of suicide assessment techniques as they relate to suicide ideation and implementing a plan relevant to the problem. Knowledge of non-violent crisis intervention techniques.

Ability to assemble and present in writing or verbally material in a concise and understandable manner. Ability to establish rapport and discuss sometimes painful incidents. Ability to speak in public and present material in a manner that elicits a positive response. Ability to interact and relate to persons of various social, cultural, economic and educational backgrounds. Ability to direct meetings and personal confrontations in a meaningful, caring productive and non-threatening manner. Ability to condense and extrapolate pertinent information and put in brief understandable formats. Ability to prioritize work to complete in a timely manner under fluctuating workloads or changes in assignments. Ability to work independently and follow through on assignments with minimal direction. Ability to speak on a one-to-one basis in order to obtain information, explain policies, procedures, theories and concepts to persuade others to accept a specific opinion, or action.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited college or university with major coursework in psychology, counseling and guidance, social work or closely related field and two years of counseling experience in a public or private institution, rehabilitation or social services setting; OR

II

Master's degree in psychology, counseling and guidance, social work or related field and one year of counseling experience as described in option I.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.562

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